

SENIOR REAL ESTATE FINANCE SPECIALIST*Class Definition*

Under general supervision, performs specialized work obtaining, assembling and processing real estate loan packages for housing and commercial building rehabilitation and development projects; may provide functional and technical lead direction for other staff.

Distinguishing Characteristics

Senior Real Estate Finance Specialist is the advanced working/lead level class in the Real Estate Finance Specialist series. Work involves the more complex financing issues which require the application of independent judgement to situations where standard procedures may not apply, and which may require giving lead direction to other staff engaged in the performance of similar duties. This class is distinguished from Real Estate Finance Specialist II in that the latter is the journey level class in which incumbents perform duties in accordance with established procedures and do not have responsibility for providing lead direction to others.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Interviews applicants for housing and commercial building rehabilitation and development loans to obtain personal and financial data; assists applicants in completing forms.

Reviews applications and gathers supporting documentation to verify applicant eligibility for loan programs; investigates conflicting information.

Evaluates applicant's ability to repay; and determines, or seeks out upon direction, which loan programs and funding sources are best suited to individual cases.

Obtains and evaluates property appraisals and title reports.

Packages information with recommendations for supervisory review and submission to loan committee for disposition; recommends action to be taken in regard to loan servicing, including foreclosures.

Prepares forms and documents for settlement of approved loans; obtains signatures, performs computations, issues instructions to title companies, loan servicing organization, and fiscal agents; processes miscellaneous changes during life of loan.

Prepares correspondence, documentation for files, and required reports.

Counsels delinquent borrowers and mediates disputes with loan collection agents.

Disseminates program information by phone or correspondence and may make oral presentations to individuals or groups.

Communicates with bank personnel regarding the coordination of bank services and City and HUD funding program policies and regulations.

Processes loan applications from investor owners for multi-family rental and commercial properties.

Provides lead direction for an assigned staff; ensures that work is handled on a priority basis and completed in a timely manner.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of real estate loan practices and procedures for packaging and processing single-family and multi-family residential loans and commercial property loans.

Ability to conduct effective interviews.

Ability to evaluate personal and financial data of applicants.

Ability to determine potential feasibility of complex real estate financing project.

Ability to assemble documents and forms into loan packages.

Ability to make accurate arithmetical computations.

Ability to prepare clear, concise, and comprehensive records, reports, correspondence and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Ability to perform work that requires attention to detail.

Ability to provide lead direction to others.

Minimum Qualifications

Twenty-four semester units of accredited college course work in Real Estate or Finance, or closely related field; and four years of experience directly related to loan processing, property rehabilitation, escrow procedures, financial accounting, real estate transactions, or other related fields. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Human Resources

DATE: _____

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